



RESERVATION INFORMATION:

- Reservations for a specific date are accepted on a first come first serve basis. Reservations are done based on the calendar year (January thru December). Gulfport Community Center Facilities are closed on Sunday and holidays. Facilities reserve the right to block authorized dates based on holidays, scheduled maintenance or other personnel matters.
- Reservations for groups composed of persons under the age of 21 will be issued only to adults who accept supervisory responsibility during the period covered by the rental contact.
- Reservations are not official unless placed on an approved reservation form and a mandatory security deposit (\$100) is paid. Rental fees are due two-weeks (14 days) prior to the event to confirm your event. The Department of Leisure Services reserves the right to cancel the event without notice if payment is not received 2 weeks in advance. Payments may be in the form of a check, cash, or money order.
- Community Center staff reserves the right to book events before and after your confirmed rental time.
- Cancellations of confirmed reservation by the renter must occur more than two weeks prior to the event. Failure to do so will result in loss of security deposit.
- The City of Gulfport reserves the right to cancel a scheduled event without liability. Refunds will be made if cancellation is necessary.

SECURITY DEPOSIT INFORMATION

- A \$100 Security deposit is required for all rentals. If an event causes the need for any cleaning procedures which are: A) beyond the scope of normal community center maintenance, B) repairs or replacement due to structural or equipment damage, or C) the event does not meet or exceeds the contractual terms, the security deposit in part or in total may be used to pay for these services.
- A facility inspection will be conducted immediately following the event by the Community Center staff to determine the condition of the facility, including the assembly areas, restrooms, and kitchen. If all clean up requirements are completed, no damage has occurred, and the rental time has not been exceeded, the center representative will approve the release of the deposit.
- The security deposit fee will be returned to the renter approximately 4-5 weeks after the event. Due to collection policy, the security deposit will be deposited and a reimbursement check will be issued by the city of Gulfport.

SERVICES PROVIDED:

- A Community center attendant will be on duty during the entire event. The attendant will open the facility, and provide information and direction. The attendants are not permitted to serve, decorate, or be involved in the event.
- Tables and chairs are provided and will be set up and taken down by the center staff. Room configuration diagrams must be submitted at least one (1) week prior to the event. Tables and chairs are not to be taken outside by the renting party.
- If an event requires more than one set up in the same room, an additional fee of one (1) hour's rental may be charged for each setup.
- Additional equipment is available and can be reserved. Please inquire about availability with center staff. It is the renter's responsibility to provide sound system and AV equipment that may not be available at the center. The renter also bears the responsibility if the event needs additional tables/chairs.
- The facility reservation allows two hours preparation time and one hour of clean up for each event at no additional charge. This preparation time is for musicians, decorators or deliveries to be received. No additional time is given as part of the rental contract. If additional time is needed, the renter may rent additional hours contiguous to the event for set up at half of the hourly rental rate.
- Arrangements must be made by the renting party or caterer to have all rental equipment picked up and removed from the center immediately following the conclusion of the event. The City of Gulfport is not responsible for any damage to or theft of any items left by the renting party or caterer.

CLEANING POLICIES & REQUIREMENTS:

- **TABLES**-All tables must be cleared of all items such as table linens, dishes, decorations, etc. and wiped down.
- **TRASH**- All trash must be placed in receptacles provided. Any trash that does not fit into the receptacles must be taken to the trash dumpsters located on site. The Community Center will provide additional liners if needed. Boxes must be broken down before being placed in the dumpster. It is the renter's responsibility to monitor trash cans during the event and empty as needed.
- **DECORATIONS**- All decorations must be taken down and removed from the center. All decorations must be UL approved (flame retardant). The use of nails, tacks, scotch, tape, staples, pins, etc. is not permitted. Decorations or any type of wire cord may not be hung, tied, or draped on any light fixture inside or outside the facility. All decorations must be taken down and removed from the facility immediately after an event. All decorations must be approved by the center staff at least one week prior to event. The use of glitter, metallic confetti, straw, and sand is not permitted. Decorations may be required to pass fire marshal approval.
- **KITCHEN**-The kitchen and bar areas must be thoroughly cleaned and returned to their original level of cleanliness. This includes all work areas, ovens, stoves, grills, refrigerators, sinks, and floors. All food and equipment brought in by the renting party/caterer must be removed prior to leaving the facility. Supplies needed to clean the kitchen and bar must be provided by the renting party with the exception of a mop, broom, and trash can liners.
- Each piece of equipment used must be shut down properly and cleaned.
- Clean any spills and/or food debris in ovens or on racks.
- All stainless steel surfaces (prep tables and work counters) must be washed with dish soap and hot water; sprayed with disinfectant; and dried with a clean soft cloth.
- Grills must be brushed with a wire brush, and run through the dishwasher if available. Areas around grills should be wiped clean.
- Remove all food particles from sinks, wash with dish soap, hot water, spray with disinfectant and dry with soft clean cloth.
- Empty, rinse and replace mesh food particle screen inside the dishwasher. Restack dish trays.
- Empty refrigerators and walk-ins of all food and beverage, clean inside of refrigerators, mop any spills in the walk ins, wipe off all racks with a damp cloth.
- Sweep all debris from floor and mop all floor surfaces used with detergent and hot water.

- Empty all warming bins and refrigerated bins of all food and wipe clean with a damp cloth
- Empty all grease traps and spill pans and wash with dish soap and hot water.
- Wash braising pans with dish soap and hot water, remove all particles, rinse thoroughly and dry with a clean soft cloth.
- Clean all stainless steel surfaces behind and above cooking areas.
- *Note- Caterers must furnish all cooking and serving utensils. In addition, all clean up supplies must be furnished by the caterer or renting party. The Community Center will provide a mop, broom, and trash can liners.
- **GENERAL CLEANING-** Sweeping and mopping the floor is not the renter's responsibility and will be done by the community center staff. However the facility should be relatively free of spills and debris. If excess trash, food, or spills are left on the floor, the security deposit will be withheld to compensate for the additional clean up required.
- If the clean up requirements are not completed in a satisfactory manner, the security deposit or portion thereof will be retained to cover the cost of required clean up, including materials and labor.

ADDITIONAL POLICIES AND CONDITIONS:

- Parking availability is not guaranteed and may be limited.
- Check with attendants for entrance routes and service areas.
- Storage is not available either before or after an event.
- Barbecuing requires advanced approval and is restricted to certain areas outside the facility.
- Rice, birdseed, confetti, hay, straw and glitter are not permitted in or outside the center.
- Smoking is not permitted inside the community center. All City of Gulfport facilities are "smoke free".
- The renting party is responsible for securing all required permits if necessary and must present evidence prior to rental.
- The applicant/renter and/or organization agrees to hold the City of Gulfport harmless of any and all claims arising from their rental and further agrees to defend and pay any and all costs incurred by the City as a result of any claims against the City arising from the rental and use of the contracted City facilities.
- Under no circumstances shall the renter sublease or allow any other party to use the facility during the contracted time & date.
- Sitting or standing on tables is not permitted, and could result in serious injury if table collapses.
- Any event that charges an admission fee or at which goods are sold must obtain a business license from the City of Gulfport Finance Department at least ten (10) days prior to the event and must charge tax per the state law. (Additional regulations may apply regarding rental fees)
- Fees will not be refunded for reserved time not used. Reserved time may be adjusted up to two weeks prior to event.

ALCOHOLIC BEVERAGE POLICY:

- Alcohol may be consumed without a permit when there is no monetary exchange for the beverage or when there is no admission charged to the event.
- Events involving the exchange of monetary consideration (i.e. Purchase of meal or a meal ticket with any form of alcohol being served as part of the meal) required a License from the State of Mississippi tax Commission. They will issue a temporary license to non-profit groups who wish to sell beer, wine or distilled spirits at fundraisers. Approval for the permit must be granted by the City of Gulfport representative prior to going to the State Tax Commission. The State Tax Commission will not issue permits to private citizens or groups. A caterer with a liquor license must serve alcoholic beverages at events held by private citizens or groups where money is exchanged.

State Tax Commission Contact Information:

Mississippi State Tax Commission
1411 Bayview Ave
Biloxi, MS 39530
(228) 436-0554

- The alcohol permit must be prominently displayed during the event. The Community Center attendant is required to check the license prior to allowing alcohol to be served.

SECURITY:

- Security may be required for certain types of events held at the community center. Each renting party will be notified if their event requires security and the number of uniformed officers needed. All security is handled through the Gulfport Police Department. Community Center staff will submit event information to GPD. Any events involving alcohol will require a minimum of 2 security officers. (Standard Ratios: 1-49 attendees- No Security Required, 50-99 attendees- Minimum of 1 officer required, 100-150- Minimum of 2 officers required).
- The cost of security is \$20/hour per officer for a MINIMUM of 4 hours. Payment must be submitted to the officers on the date of the event. Additional security details can be arranged with GPD by calling 214-4483. Failure to provide required security may result in the cancellation of the event and forfeiture of the security deposit.

INSURANCE (if applicable):

- Evidence of liability insurance covering both the renter and the City of Gulfport in the amount \$1,000,000 per occurrence must be provided IF REQUESTED based on the type of event. Certificate of insurance must include a separate endorsement page, and name the City of Gulfport as an additionally insured party. All certificates and endorsements must be approved the staff 14 days prior to use.

I HAVE READ, UNDERSTAND AND AGREE TO COMPLY BY THE ABOVE POLICES. I UNDERSTAND THAT FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN LOSS OF ALL OR PORTIONS OF THE SECURITY DEPOSIT TO COVER APPLICABLE FEES.

RENTER

DATE

CENTER COORDINATOR

DATE